

**The Consul General Residence of the U.S. Consulate General in
Osaka-Kobe provides a good opportunity to work for
the high-ranking official in an international environment.**

Vacant Position	Residence Assistant (Part-Time)
Job Description	<p>Works under the direct supervision of the principal representative of the official residence or his/her designee. Primarily responsible for cleaning and upkeep of the official residence.</p> <p>HOUSEKEEPING: Performs daily cleaning such as collecting and sorting laundry, laundering, folding, ironing, arranging clothing, linens, towels, napkins, etc., and mending or repairing as necessary minor tears, missing buttons and hardware, etc.; dusting, wiping and polishing furniture, vacuuming flat surfaces, cleaning lamps and bric-a-brac, dusting artworks, etc. in the residence. Collects and sorts garbage, household rubbishes, waste, etc. as combustible/noncombustible in comply with local government instructions.</p> <p>Performs heavy cleaning periodically which involves moving, storing, assembling and disassembling furniture items and equipment, rolling and moving carpets, mounting and dismounting drapes, vacuuming stairwells, cleaning silverware and tableware, chandeliers, windows and other high mounted items, dusting artworks, changing bulbs, cleaning and waxing floors, moving plants and setting up floral arrangements, etc.</p> <p>As necessary, prepares light meals or baked goods.</p> <p>OFFICIAL FUNCTIONS: Responsible for setting up and serving guests at official events such as breakfast meeting, luncheon, dinners, buffets and receptions. Provides Cloak Room service at official functions; carefully receives, identifies and returns garments of guests. Assist kitchen staff to wash dishes, silverware, crystal, etc. or to assist with floral arrangements.</p> <p>Performs other duties as assigned.</p>
Qualifications	<p>Must be a citizen of Japan or non-Japanese with required residency status for employment. Must be positive, proactive, professional and able to work a flexible schedule including evenings, weekends and/or holidays.</p>

Location	12-6 Kikutani-cho, #R2 Nishinomiya-shi, Hyogo-ken (Within 10 min. From Kurakuen guchi, Within 15 min. From Shukugawa Hanky-line stations)
Employment Conditions	<p>Term of contract: One year, renewable. Subject to 6-month trial period for the first contract with the employer.</p> <p>Work hours: Part-Time, 18 - 20 hours per week. The fixed-work schedule will be determined upon agreement.</p> <p>Compensation</p> <ul style="list-style-type: none"> • Hourly rate: 1,084 yen – 1,146 yen. It will be determined depending on the selected candidate's prior work experience. • Food allowance: 1,665 yen per day will be paid when worked for 4 hours or more in a day. • Transportation allowance: Reimbursed for the least costly and most direct route from/to home and official residence. <p>Annual Leave and Holidays: Provided in accordance with internal regulations.</p> <p>Labor Insurance: Worker's Compensation and Employment Insurance</p>
To Apply	<p>Please submit an English resume and supporting documents (copy of diploma, licenses, English test score, etc.) to:</p> <p>By mail: MGMT (Attn: ORE Staff Recruitment), U.S. Consulate, 2-11-5 Nishitenma, Kita-ku, Osaka 530-8543</p> <p>Only successful candidates will be contacted for interviews. Please indicate email/phone reachable during daytime. Submitted documents will not be returned. Telephone inquiries will not be accepted.</p> <p>Closing Date: August 14, 2020</p>